

~~SECRET~~**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Staff Notes for 25 July 1986

**FROM:**

Policy and Plans Staff

**EXTENSION****NO.****DATE**

25 July 1986

**TO:** (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)**RECEIVED****FORWARDED**

1.

C/Policy Branch

7/15

7/15

OB

2.

EO

7/28

28 July

MTC

3.

Registry

4.

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14.

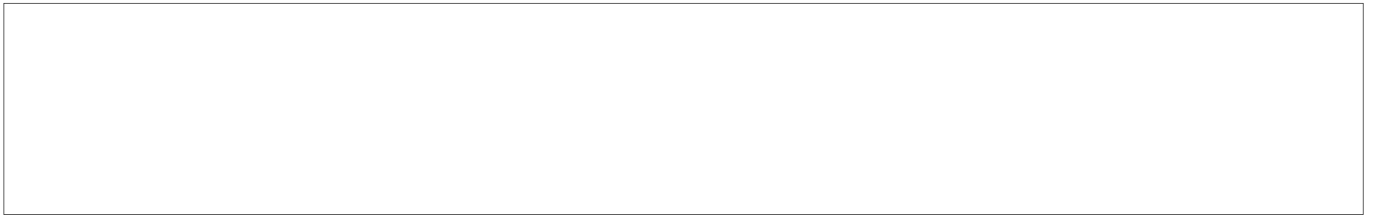
15.

FORM  
1-79**610**USE PREVIOUS  
EDITIONS~~SECRET~~

GPO : 1983 O - 411-632

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2. DCI TASKING

In response to DCI tasking, the Office will support General James Abrahamson, Director of the Strategic Defense Initiative Organization, in assessing the security needs of the SDI and assisting in any way possible to alleviate existing and potential security problems.

3. OFFICE RELOCATIONS

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Effective 28 July, the following PTS components will relocate to the second floor

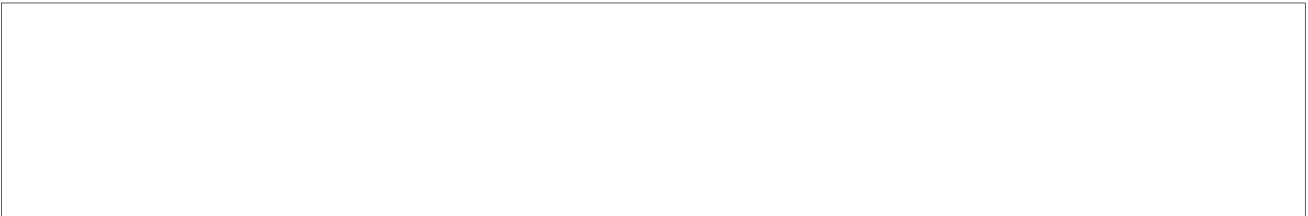
DD/PTS; PSS; EAG; ED; and TSG, TEMPEST Division. The new PTS Registry address is Building.

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The Polygraph Division (PD) has completed their move from Headquarters to Virginia. The Division resumed full operations on Monday, 21 July. In time, PD will run a split operation conducting reinvestigation, specific issue and trial period polygraphs at Headquarters, and applicant polygraphs

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4. REVIEW OF IG REPORT ON POLYGRAPH DIVISION

The Director, DD/PS and C/PD met Wednesday with the EXDIR to review the recommendations contained in the IG inspection report on Polygraph Division. Decisions on the recommendations are scheduled to be made within the next 30 days and the results are expected to have a positive effect on the Office.

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8. A/DDA TO VISIT CLEARANCE DIVISION

The A/DDA is scheduled to meet with OS managers on 25 July to be briefed on Clearance Processing. If time allows, he will tour CD and SRD Offices.

9. COMMUNICATION AND COUNSELLING WORKSHOP

On 23 July 1986, the Office of Training and Education conducted a workshop titled Communication and Counselling Skills. This workshop was one in a series of scheduled supervisory workshops for OS employees. Topics covered included: Power of Listening, Basic Communication Skills,

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Feedback in Communication, Conflict Resolution, Conflict Counselling and Handling Intense Emotions. This workshop was attended by 25 security employees ranging in grade from GS-7 to GS-14.

10. SIMS ENHANCEMENT

DC/SRD announced the implementation of a "file location" enhancement to the Security Information Management System (SIMS). This feature allows for immediate access to data showing the location of security files and to whom they are charged.

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19. Position Available

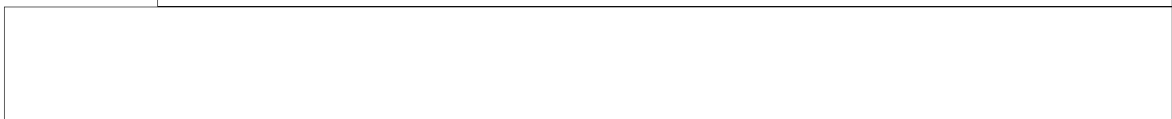


From time to time the Office of Security is advised of employment opportunities in private industry and this data is normally posted on a bulletin board in our Personnel Management Staff as being of possible interest to individuals eligible for or thinking of retirement. The suggestion has been made that this information be made accessible to our officers in the field, and it is being done so



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Security Officer, International; General Dynamics Corp., Brussels, Belgium (after orientation period at St. Louis, MO). Duties: Heavy concentration on security survey, emergency evacuation planning, security counselling and awareness to cover international operations of General Dynamics Corp. and their facilities, supporting sales of military equipment to foreign governments (for example, Taiwan, Indonesia, Pakistan, Turkey, etc.).

Salary range: \$32,000 - \$55,000 depending on experience with overseas benefit packages and 15% overseas differential. Contact John Reeves, General Dynamics, Ft. Worth, Texas (817) 777-1464.

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